Public Mining Claims Action Code Report

Menu Option: Pub MC Action Code Report.

Purpose: This report is used to list all the case files related to a specific action code. It lists all claims within an administrative state, county, district office and field office for any specified action code. This report counts unique serial numbers and not the number of action codes. The report has two views. **Action Date, Receipt Number Report** is in order by action date and then receipt number. It includes the action date, receipt number, serial number, lead serial number, action code/definition, and action remarks. **Action by Claim** is in serial number order and also lists the lead serial number, claim name, geographic information (meridian, township, range, section and subdivision), claimant(s), casetype, action code/definition and action date. The end of the report lists the total number of claims/serial numbers listed.

Selection Criteria: The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criteria.

The mandatory criteria include administrative state, action code, OR receipt number, and action date range.

Additional criteria that can be used include geographic state, county, district office, field office, case type, administrative agency, and disposition.

Note: Remember this report counts unique serial numbers and not total action codes. If you want the total number of action codes, use the MC Mass Action Codes report.

Procedure:

1. Select **Pub MC Action Code** from the reporting menu.

Public Mining Claims Reports	
Pub MC Action Code	

Instructions: Please Choose Criteria	To Filter:						
Asterisk (*) indicates tha	Asterisk (*) indicates that the criteria is Mandatory.						
Choose ONE AND ONL	Choose ONE AND ONLY ONE - Action Code or Receipt Number.						
Then you may choose fr	Then you may choose from any of the Optional criteria.						
Click OK to run the repo	Click OK to run the report.						
* Admin State	(All Column Values)						
	□OR □UT □WY						
* Action Code	Select Value ▼						
-OR- * Receipt Number							
* Action Date	Between to the						
Geo State	Select Value ▼						
County	Select Value ▼						
District Office	Select Value ▼						
Field Office	Select Value ▼						
Case Type	Select Value ▼						
Admin Agency	Select Value ▼						
Dispostion	(All Column Values) ACTIVE CLOSED PENDING						
Admin Agency Code	begins withSelect Value ▼						
	OK Reset ▼						

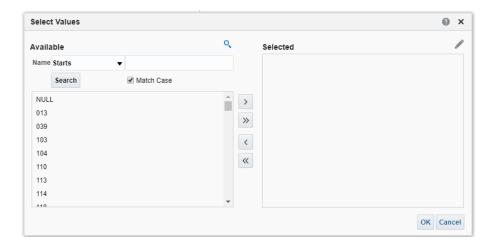
Please notice that the mandatory criterion is indicated with an asterisk.

Identify the Mandatory Information:

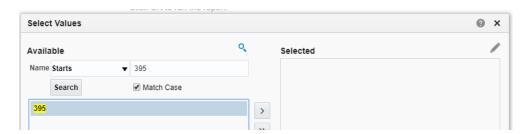
- 2. *Admin State: Select one or more from the list, or select "All Column Values".
- 3. *Action Code: If you know the action code(s), you may type the code(s) directly into the text box. If entering multiples, you must enter the number separated by a semi-colon and no spaces, e.g., 395;782. Or click on the down arrow next to the text box to get a drop down listing of all action codes. You may select All Column Values, or you may select one or more.



All action codes are listed in the drop down menu. However, to search for specific action code(s), click on "Search...".



Enter the action code(s) in the text box and click on the Search button.



Highlight the action code(s) you would like and click on the right arrow (>) to move the codes to the Selected column. Click OK. This will enter the action code into the Action Code text box.

4. **Receipt Number: OR** you may enter the receipt number directly into the text box.

Note: Enter the Action Code OR the receipt number, not both.

5. *Action Date: Enter the date range, e.g., 10/01/2015 09/30/2016. You may also use the calendar option to select dates.

Identify the Optional Information:

6. **Geo State:** You must first select the admin state(s). This will narrow to one or more specific geographical states for the admin state(s) you have selected.



Click on the down arrow to select the geographical states from the list, or if you know the states you would like, you may enter directly into the text box separated by a semi-colon and no space, e.g., MT;ND.

7. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected.



Click on the drop down arrow to see the list for county. Select one or more from the list.

Use the down arrow next to the criteria you would like and select one or more from the list by clicking in the small box next to the field. This places a check mark in the box to indicate it has been selected. The selections for County as shown below as an example.



You may click on the "Search ..." button to launch the search box described above.

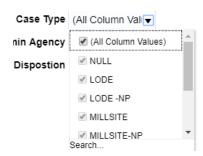
8. **District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list.



9. **Field Office:** The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).



10. Case Type: For Case Type, you may select one or more from the list.



11. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.



12. **Disposition:** Select (All Column Values), or one or more of the case dispositions listed.



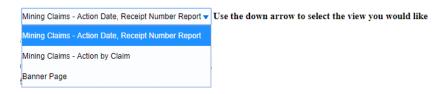
13. **Admin Agency Code:** Click the dropdown for Admin Agency Code. Select the Admin Agency Code value from the list box, or enter it into the text box. Use the More/Search option to view all Admin Agency Codes. Refer to Reference Codes if needed.

Process Report:

14. After selecting all criterions, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.



15. When processing has completed, there are two views for this report, plus the Banner Page. The default view displays the information by Action Date, Receipt Number.



To view the other views, click on the down arrow to select a different view.

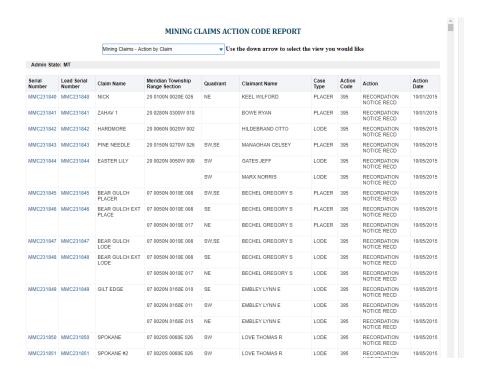
By Action Date, Receipt Number Report:

MINING CLAIMS ACTION CODE REPORT

Mining Claims - Action Date, Receipt Number Report ▼ Use the down arrow to select the view you would like

Admin State: MT								
Action Date	Receipt Number	Serial Number	Lead Serial Number	Action Code	Action	Action Remark		
10/01/2015	3405733	MMC231840	MMC231840	395	RECORDATION NOTICE RECD	1		
	3405738	MMC231841	MMC231841	395	RECORDATION NOTICE RECD	1		
10/05/2015	3407281	MMC231842	MMC231842	395	RECORDATION NOTICE RECD	1		
	3407303	MMC231843	MMC231843	395	RECORDATION NOTICE RECD	1		
	3407313	MMC231844	MMC231844	395	RECORDATION NOTICE RECD	1		
	3407332	MMC231845	MMC231845	395	RECORDATION NOTICE RECD	1		
		MMC231846	MMC231846	395	RECORDATION NOTICE RECD	1		
		MMC231847	MMC231847	395	RECORDATION NOTICE RECD	1		
		MMC231848	MMC231848	395	RECORDATION NOTICE RECD	1		
		MMC231849	MMC231849	395	RECORDATION NOTICE RECD	1		
		MMC231850	MMC231850	395	RECORDATION NOTICE RECD	1		
		MMC231851	MMC231851	395	RECORDATION NOTICE RECD	1		
		MMC231852	MMC231852	395	RECORDATION NOTICE RECD	1		
10/07/2015	3408539	MMC231853	MMC231853	395	RECORDATION NOTICE RECD	1		
		MMC231854	MMC231853	395	RECORDATION NOTICE RECD	1		
		MMC231855	MMC231853	395	RECORDATION NOTICE RECD	1		
	3408553	MMC231856	MMC231856	395	RECORDATION NOTICE RECD	1		
	3408560	MMC231857	MMC231857	395	RECORDATION NOTICE RECD	1		
	3408566	MMC231858	MMC231858	395	RECORDATION NOTICE RECD	1		
	3408572	MMC231859	MMC231859	395	RECORDATION NOTICE RECD	1		
	3408577	MMC231860	MMC231860	395	RECORDATION NOTICE RECD	1		
10/08/2015	3409090	MMC231861	MMC231861	395	RECORDATION NOTICE RECD	1		
10/09/2015	3411295	MMC231862	MMC231862	395	RECORDATION NOTICE RECD	1		
10/16/2015	3413718	MMC231863	MMC231863	395	RECORDATION NOTICE RECD	1		

Action Claim Report:



Banner Page:

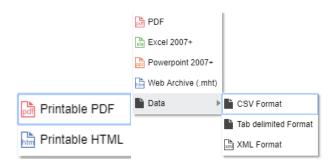


The Banner Page displays the criterion used for the report.

At the bottom of each view, there are several options to choose:

Return - Refresh - Print - Export

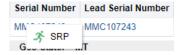
- Return Returns to the criteria page.
- Refresh This will process the report again and refresh the data that is displayed.
- Export Allows you to export the data to various formats:
- Print Allows you to print this report to .pdf format, or HTML format.

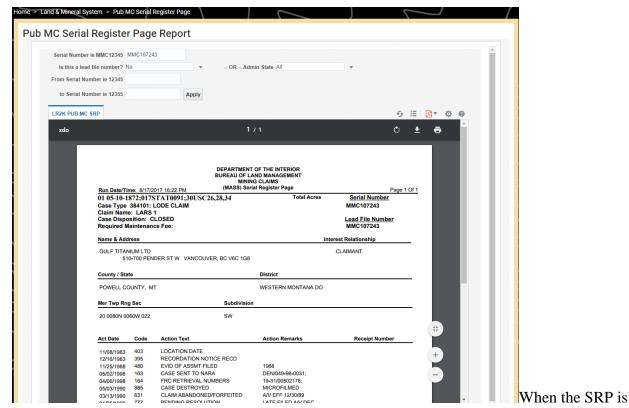


Links to Serial Register Page (SRP)

When the results of the report are displayed, the Serial Number and Lead Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number or Lead Serial Number. If the Lead Serial Number is selected, it will link directly to the Lead Serial Number and all associated Serial Numbers. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number or Lead Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.





displayed, you may print it in pdf format. Click on the red Adobe icon in the upper right corner.

Xt Excel (*.xlsx)

Pt PowerPoint (*.pptx)

PDF

Several options are available, but pdf is recommended.

Print Serial Register Page: Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.



You may close this new page to return to the results of the

report.